UNDERGRADUATE ENROLLMENT
TERM 3, AY 2022-2023

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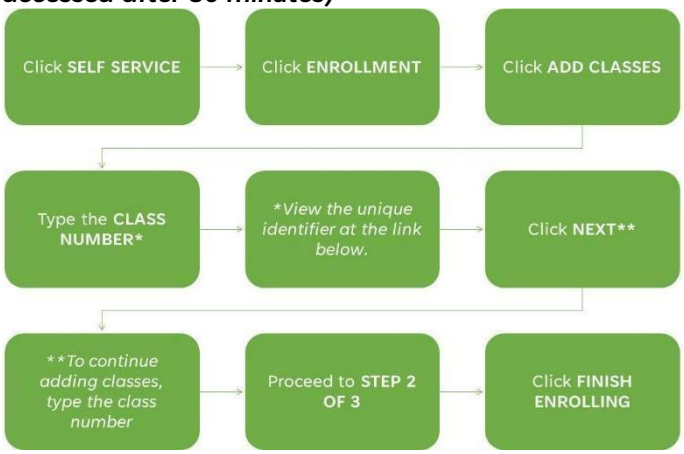
PROCEDURES FOR ONLINE ENROLLMENT

STEP	ACTIVITY	DATE AND TIME	DETAILS
1	**Account Activation**		For students who paid tuition **after Feb 11, 2023**, activate your My.LaSalle account via https://my.dlsu.edu.ph/create_account.asp
2	**2A: Pre-Enlistment**	Feb 13, 2023 (08:00 am) - Feb 17, 2023 (08:00 pm) **Extended from Feb 22, 2023 (08:00 am) – Feb 23, 2023 (08:00 pm)**	Access http://animo.sys.dlsu.edu.ph to do the following:
	2B: View Actual Enrollment Appointment	Starting Apr 19, 2023	Actual enrollment appointment at http://animo.sys.dlsu.edu.ph to do the following:
	2C: View Actual Enrollment Count		Actual enrollment count and class number may be viewed at https://enroll.dlsu.edu.ph/dlsu/view_course_offerings
3	**Settlement of Clearance**	Deadline until Apr 12, 2023	Access http://animo.sys.dlsu.edu.ph to do the following:
4	**Online Enrollment**	Apr 27, 2023 – Apr 29, 2023 **and** May 02, 2023 – May 03, 2023 See timeslots in the "Online Enrollment Schedule" ***(click below)*** via Animo.sys via SERP	Log in at http://animo.sys.dlsu.edu.ph to do the following: ***(for recently activated MLS account, Animo.sys can be accessed after 30 minutes)***  View the unique identifier for each course code and section at https://enroll.dlsu.edu.ph/dlsu/view_course_offerings
			REMINDERS • A **RETENTION FEE** corresponding to the dropping period will be charged to students who will **DROP** courses after the start of the term.

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ONLINE ENROLLMENT SCHEDULE via Animo.sys

All ID 122 Undergraduate students will have their online enrollment for Term 3, AY 2022-23 (**except New Transferees**).

All Taft-based students and Laguna College students with ID 113 and above (including ID 122) will follow the schedule below.

The **last day** of online enrollment ends on **May 04, 2023 (23:59)**

***Dean's List of TERM 1, AY 2022-2023 as of 11-April-2023**

Those with enrollment concerns may coordinate with their respective Associate Dean and Academic Programming Officer for assistance

Students must ensure that he/she has taken the pre-requisite of the subjects, a student who did not pass the pre-requisite will be dropped and will be charged with 20% retention fee.

SCHEDULED STUDENTS	ID NUMBERS	COLLEGES	START DATE	START TIME
Dean's List – First Honors Dean's List (with Pre-enlistment)	ID 122 and below	School of Innovation and Sustainability (formerly known as LAGUNA CAMPUS) (All Students)	April 27, 2023	08:00 am
	ID 120* and below*	GCOE / COS / CCS		09:30 am
	ID 120* and below*	RVRCOB / SOE		11:00 am
	ID 120* and below*	LC / CLA / BAGCED		12:30 pm
	ID 121*	GCOE / COS / CCS		02:00 pm
	ID 121*	RVRCOB / SOE		03:30 pm
	ID 121*	LC / CLA / BAGCED		05:00 pm
	ID 122*	GCOE / COS / CCS		06:30 pm
	ID 122*	RVRCOB / SOE		08:00 pm
	ID 122*	LC / CLA / BAGCED		09:30 pm
Advance Enrollees Recommended by Offices (with Pre-enlistment)	ID 120 and below	All Colleges	April 28, 2023	08:00 am
	ID 122 & 121	All Colleges		10:00 am
Dean's List – Second Honors Dean's List (with Pre-enlistment)	ID 122 and below	School of Innovation and Sustainability (formerly known as LAGUNA CAMPUS) (All Students)		12:00 pm
	ID 120* and below*	GCOE / COS / CCS		01:30 pm
	ID 120* and below*	RVRCOB / SOE		03:00 pm
	ID 120* and below*	LC / CLA / BAGCED		04:30 pm
	ID 121*	GCOE / COS / CCS		06:00 pm
	ID 121*	RVRCOB / SOE		07:30 pm
	ID 121*	LC / CLA / BAGCED		09:00 pm

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ONLINE ENROLLMENT SCHEDULE via Animo.sys

SCHEDULED STUDENTS	ID NUMBERS	COLLEGES	START DATE	START TIME
Dean's List – Second Honors Dean's List (with Pre-enlistment)	ID 122*	GCOE / COS / CCS	April 29, 2023	08:00 am
	ID 122*	RVRCOB / SOE		09:30 am
	ID 122*	LC / CLA / BAGCED		11:00 am
Enlistment – School of Innovation and Sustainability (formerly known as LAGUNA CAMPUS) (All Students)	ID 122 and below	School of Innovation and Sustainability (formerly known as LAGUNA CAMPUS) (All Students)		12:30 pm
Enlistment – RVRCOB / LC / SOE (with Pre-enlistment)	ID 120 and below	RVRCOB / LC / SOE		02:00 pm
	ID 121 and 122	RVRCOB / LC / SOE		03:30 pm
Enlistment – CCS / CLA (with Pre-enlistment)	ID 120 and below	CCS / CLA		05:00 pm
	ID 121 and 122	CCS / CLA		06:30 pm
Enlistment – GCOE / BAGCED / COS (with pre-enlistment)	ID 120 and below	GCOE / BAGCED / COS		08:00 pm
	ID 121 and 122	GCOE / BAGCED / COS		09:30 pm
All Student who did not pre-enlist	All ID Numbers	All Colleges	May 2, 2023	08:00 am
INTER-COLLEGE Enlistment INTER-COLLEGE Enlistment	ID 122 and below	School of Innovation and Sustainability (formerly known as LAGUNA CAMPUS) (All Students)		12:00 am
	ID 120 and below	CCS / CLA		02:00 pm
	ID 121 and 122	CCS / CLA		05:00 pm
	ID 120 and below	GCOE / BAGCED / COS		08:00 pm
	ID 121 and 122	GCOE / BAGCED / COS	May 3, 2023	08:00 am
	ID 120 and below	RVRCOB / LC / SOE		12:00 pm
	ID 121 and 122	RVRCOB / LC / SOE		02:00 pm

LAGUNA COLLEGE – ONLINE ENROLLMENT SCHEDULE via SERP

All Laguna-based Students ID 112 and below

COLLEGES	Enrollment Period	DAYS	TIME
GCOE, CCS, and RVRCOB	**Apr 27, 2023 – Apr 29, 2023 and May 02, 2023 – May 03, 2023** (except Holiday)	Mon - Fri	08:00 AM - 12:00 PM 01:00 PM - 05:00 PM
		Sat	08:00 AM - 12:00 PM

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PROCEDURES FOR ONLINE ENROLLMENT

STEP	ACTIVITY	DATE	DETAILS
5	**EAF Printing**	**May 6, 2023 (S)**	ITS will send an EAF to the Student's DLSU Gmail account. A student who adjusted their enrollment must print the **updated EAF** during the following table. Kindly log in and download your updated EAF through **https://my.dlsu.edu.ph/**

DATE	TIME	COLLEGE	ID
May 08, 2023 (M)	08:00 AM – 09:00 AM	**GCOE**	ID 120 & below
	09:01 AM – 10:00 AM		ID 121
	10:01 AM – 11:00 AM		ID 122
	11:01 AM – 12:00 PM	**CCS**	ID 120 & below
	12:01 PM – 01:00 PM		ID 121
	01:01 PM – 02:00 PM		ID 122
	02:01 PM – 03:00 PM	**COS**	ID 120 & below
	03:01 PM – 04:00 PM		ID 121
	04:01 PM – 05:00 PM		ID 122
	05:01 PM – 06:00 PM	**RVRCOB**	ID 120 & below
	06:01 PM – 07:00 PM		ID 121
	07:01 PM – 08:00 PM		ID 122
May 09, 2023 (T)	08:00 AM – 09:00 AM	**BAGCED**	ID 120 & below
	09:01 AM – 10:00 AM		ID 121
	10:01 AM – 11:00 AM		ID 122
	11:01 AM – 12:00 PM	**SOE**	ID 120 & below
	12:01 PM – 01:00 PM		ID 121
	01:01 PM – 02:00 PM		ID 122
	02:01 PM – 03:00 PM	**School of Innovation and Sustainability (formerly known as LAGUNA CAMPUS)**	ID 120 & below
	03:01 PM – 04:00 PM		ID 121
	04:01 PM – 05:00 PM		ID 122
	05:01 PM – 06:00 PM	**CLA**	ID 120 & below
	06:01 PM – 07:00 PM		ID 121
	07:01 PM – 08:00 PM		ID 122
Starting May 10, 2023 (08:00 AM) until Jul 08, 2023 (08:00 PM)		**ALL COLLEGES**	

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OTHER ENROLLMENT INFORMATION

ACTIVITY	DATE AND TIME	DETAILS
Returnees	Apr 01, 2023 – May 02, 2023 (08:00 pm)	1. Students with inactive DLSU Gmail accounts must send the email using their personal email address and attach a copy of your DLSU ID to the Academic Programming Officer of their college. 2. Accomplish the Google Forms below according to your college using DLSU Gmail: LAGUNA COLLEGE: Returnee_LagunaCollege BAGCED: http://bit.ly/Returnee_BAGCED CCS: http://bit.ly/Returnee_CCS CLA: http://bit.ly/Returnee_CLA GCOE: http://bit.ly/Returnee_GCOE COS: http://bit.ly/Returnee_COS RVRCOB: http://bit.ly/Returnee_RVRCOB SOE: http://bit.ly/Returnee_SOE 3. Animo.sys will be activated and an email about activation details will be sent to the student DLSU Gmail 4. Student will have to do the online enrollment after the activation for MLS/Animo.sys account **starting May 02, 2023 to May 13, 2023.**
Special Class Enrollment	Apr 27, 2023 – May 10, 2023 (08:00 pm)	**SUBMISSION THROUGH GOOGLE FORMS** Students must accomplish the Google Form of the college where the students would want to enroll in a special class using the student DLSU email: LAGUNA COLLEGE: Special_Class_LAGUNA BAGCED: https://bit.ly/UG_Special_Class_BAGCED CCS: https://bit.ly/UG_Special_Class_CCS CLA: https://bit.ly/UG_Special_Class_CLA COS: https://bit.ly/UG_Special_Class_COS GCOE: **Kindly coordinate with GCOE-Associate Dean** RVRCOB: https://bit.ly/UG_Special_Class_RVRCOB SOE: https://bit.ly/UG_Special_Class_SOE
	May 11, 2023 – May 20, 2023 (08:00 pm)	**EVALUATION AND APPROVAL OF THE DEPARTMENT AND COLLEGES/SCHOOL** 1. Applications shall be evaluated by the Colleges and Departments. After evaluation, the College shall inform the student of the decision regarding the submitted Application for Special Class not later than **May 24, 2023**. 2. Revised EAF can be downloaded **after three (3) working days** upon information of the approval or **not later than May 27, 2023.**
		REMINDERS 1. Students must have **no pending clearance/s** with other offices. 2. Students must pay for the courses enrolled online following the **deadline for payment without a surcharge.** 3. **Incomplete requirements will not be processed.** Before submitting, make sure that you accomplished all necessary requirements needed for processing.

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OTHER ENROLLMENT INFORMATION

ACTIVITY	DATE AND TIME	DETAILS
Online Enrollment for Optional Electives or Optional Minors	Apr 27, 2023 – May 04, 2023 (08:00 PM)	**Reminders:** • In accordance with the HDA from the Office of the Provost posted May 20, 2022, **The no-tuition arrangement for Optional Electives and Optional Minor courses shall also cease starting Term 1, AY 2022-2023.** Thus, students who will enroll in Optional Elective /Optional Minor will be charged proper tuition and fees. • Secure prior approval from the Academic Department offering the course/s before enrolling. 1. Enrollment for Optional Electives or Optional Minors for Manila-based students can be done online through animo.sys.dlsu.edu.ph during the student's schedule of online enrollment. Please see Step 4 for the online enrollment process and to view the unique identifier for each course code and section, please see this link: https://enroll.dlsu.edu.ph/dlsu/view_course_offerings *Note: Enrollment for Optional Electives/ Optional Minors from Laguna students in a Manila section must coordinate with Ms.* **maricel.delaroca@dlsu.edu.ph**, *otherwise it can be done through animo.sys* 2. Download immediately the updated EAF once successfully enrolled the Optional Electives or Optional Minors through your MLS account.
Inter-Campus Enrollment	May 02, 2023 – May 03, 2023 (08:00 PM)	Inter-Campus Cross Enrollment can be done online during the student's schedule of online enrollment. *Note: Inter-Campus from Laguna to Manila is not allowed, for any appeal please coordinate with Ms.* **maricel.delaroca@dlsu.edu.ph**
Audit Class Enrollment	May 08, 2023 – May 20, 2023 (08:00 PM)	1. Students must accomplish the Application for Audit Class http://bit.ly/Audit_Class 2. OUR will coordinate with the Associate Dean of the College/School and will request their endorsement 3. Once cleared, Enrollment In-Charge will encode the courses to the enrolled subjects of the students. 4. An email will be sent to the student once the application is processed. Students may start to download and print the updated EAF through an MLS account.
		REMINDERS 1. Student must have **no pending clearance/s** with other offices 2. **Incomplete requirements will not be process.** 3. Before submitting, make sure that you accomplished all necessary requirements needed for processing.
Online Enrollment / Adjustment ***(Except for ID 122 New Transferees for Term 3, AY 2022-23)***	May 08, 2023 (08:00 AM) – May 13, 2023 (08:00 PM)	A **RETENTION FEE** corresponding to the dropping period will be charged to students who will **DROP/SWAP** courses once the term starts. Log in animo.sys.dlsu.edu.ph

OTHER ENROLLMENT INFORMATION

ACTIVITY	DATE AND TIME	DETAILS
Leave of Absence Application **Effective for Term 3, AY 2022-2023** ***LOA is only applicable to eligible students*** **Note:** ***Filing a Leave of Absence is considered as whole term. If it's a day/week, consult the Associate Dean of the College or APO because it should not be a Leave of Absence.***	Apr 17, 2023 – Jul 08, 2023 (08:00 PM)	1. Students must accomplish the application for LOA and upload necessary documents to this Google Form https://bit.ly/Undergraduate_LOA ➢ Medical certificates with a clear contact number of attending physicians [with email validation from HSO and OCCS (for mental health concerns)] is required. ➢ Consent Letter and Valid ID of the Declared Guardian ➢ Supporting Documents (if applicable only) 2. OUR will coordinate with the Offices below for the endorsement of an application, student to ensure that any clearance hold is settled before filing application. ➢ **OCCS** ➢ **SDFO** ➢ **OCFO** ➢ **HSO** ➢ **Associate Deans** 3. A response receipt shall be sent to the student. 4. Once endorsed by the above offices are complete the LOA request shall be for final review and decision of the OUR. 5. Once approved, the student will be duly advised on the status of the request through email not later than 2 weeks after the submission of application. 6. Following the LOA policy, student may be on leave for a maximum of two (2) terms only. **It is the responsibility of the student to ensure that all necessary forms and documents must be submitted. Thus, an incomplete application will not be processed**.
Undergraduate Shifting Procedure and Schedule	You may find more details here: https://www.dlsu.edu.ph/wp-content/uploads/pdf/registrar/schedules/shifting_ug.pdf	

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TUITION FEE PAYMENT

ACTIVITY	DEADLINE	DETAILS
Payment **Without** Surcharge	Until May 20, 2023 (Saturday)	• Students may check their MLS view assessment to verify their official receipt (OR) after 10 working days from payment • For those who are not able to receive their OR details including RF (for scholars) after ten (10) working days, please accomplish this **https://bit.ly/Proof_of_payment_FAO**
Payment **With** Surcharge	From May 21, 2023 to Jun 03, 2023	
Last Day of Payment and Payment of 2nd Half **(Installment)**	Jun 03, 2023	**REMINDERS:** 1. For further clarification or question, an email may be sent to: **cashiers@dlsu.edu.ph** a) Unposted payments b) Requests for Official Receipts (OR's) c) Tuition balances d) Payment channels **ocfo.studentservices@dlsu.edu.ph** a) Refunds b) Credit memos (scholars) c) Clearances d) Certifications
For two (2/3) installment payments	Jun 03, 2023 05:00 PM	
For three (3/3) installment payments	Aug 12, 2023 (Saturday)	2. Please save a screenshot of your view assessment from your immediate previous term as OR details are reflected, you may need this for activation of your MLS account 3. Sample installment computation may be found through https://www.dlsu.edu.ph/wp-content/uploads/pdf/accounting/guidelines/payment-options-full-and-installment.pdf

Auto-Dropping of Enrolled Course/s Without Payment	Jun 03, 2023 05:00 PM

- For students who have not made the first payment (including scholars) before the date of auto-dropping (03 Jun 2023), an amount equivalent to at least one-third (1/3) of the original assessment (prior to auto-dropping) must be paid, together with the fees below, prior submission of a request for reinstatement.

  Fees to be paid are as follows:

  Original assessment/3: Php (per student's EAF)

  Reinstatement fee: Php 2,000.00

  Late payment/surcharge: Php 750.00

  Installment fee: Php 100.00 (for installment payment only)

  Proof of payment is required for uploading.

  To make a reinstatement request, please access this online submission facility: Reinstatement Request. Requests with incomplete requirements (including proof of payment) will NOT be processed. All requests are subject to evaluation, approval, and processing which will take at least four working days.

  Students who paid their tuition and fees on/or before (03 Jun 2023) but were auto-dropped must submit their application for reinstatement as well through the same link.

PROCESS OF TUITION FEE PAYMENT

ONLINE PAYMENT	OVER-THE COUNTER-BANK PAYMENT	
	Account Name	**Bank**
1. Kindly log-in to your MLS account and click the **View Assessment (with online payment)**. 2. Online Payment using VISA and MASTERCARD credit cards and debit cards. 3. Online Fund Transfer (Mobile Phone/Internet Banking) by account holders of BDO, BPI, METROBANK, RCBC, UCPB, and UNIONBANK	DE LA SALLE UNIVERSITY MANILA	BDO Land Bank (P. Ocampo Branch only) METROBANK RCBC selected UCPB branches UNIONBANK

For more details, please refer to this link

http://www.dlsu.edu.ph/offices/accounting/payments/default.asp

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DEADLINE OF DROPPING COURSES

REFUND	START DATE	END DATE
100%	Apr 27, 2023	May 06, 2023
90%	May 08, 2023	May 13, 2023
50%	May 15, 2023	May 20, 2023
0%	May 22, 2023	Jun 03, 2023
Withdrawal of Courses **(NO Refund)**	Jun 04, 2023	Jul 08, 2023 (08:00 pm only)

PROCEDURES FOR DROPPING COURSES

TYPE OF DROP	ID NUMBER	STEPS
Online Dropping Monday- Saturday (until 08:00 pm)	• **ID 122 and below** (except New Transferees for Term 3, AY 22-23) • **For All Laguna-based Students** **ID 112 and below, it is done through SERP** • **Returnee**	Log in at http://animo.sys.dlsu.edu.ph and follow these steps which are applicable for **Taft-based students** and **Laguna-based students** with **ID 113 to 120** found in the following:
Manual Dropping	• **ID 122 - New Students /Transferees for Term 3, AY 22-23** • **Student with Inactive animo.sys account** **REMINDER:** • Student must have **no pending clearance/s** with other offices	1. Student must accomplish the Application for Manual Dropping Form: **https://bit.ly/Manual_Dropping_UG_GS** 2. OUR will coordinate with the Associate Dean of the College/School for their endorsement. 3. Once cleared, Enrollment In-Charge will drop the courses from the enrolled subjects of the students. 4. An email be send to the student once the application has been processed. 5. Students may then download and print the updated EAF through an MLS account.

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CONTACT INFORMATION

ENROLLMENT SUPPORT	DATE AND OFFICE HOURS	DETAILS
NOTE: Except Saturdays, Sundays / Holidays / Non-working days	Apr 27, 2023 to Jun 23, 2023	• For the complete list of fees, you may visit **GLOSSARY_FEE** • For the approximate computation of tuition and fees you may visit **TUITION_FEE_CALCULATOR** • Please visit the FAQs and report form before submitting an issue **ENROLLMENT_FAQS** • For concern/s, kindly email **OUR** at registrar@dlsu.edu.ph. For **ITS,** kindly visit **ENROLLMENT LOG** using your DLSU account.
Lunch Break: (Mondays to Fridays) 12:00 noon to 01:30 pm	**Available office hours for enrollment concerns:** • Mon-Fri from 08:00 am to 05:00 pm • Sat from 08:00 am to 12:00 pm	

	DLSU Trunkline	For Enrollment	
OUR-ENROLLMENT Contact Information	**(632) 8-524-46-11** **local 116**	Mon – Fri	09:00 AM to 12:00 NN and 01:30 PM to 04:30 PM
		Sat	09:00 AM to 12:00 NN

COLLEGE CONCERNS	COLLEGE/SCHOOL	Associate Dean	Academic Programming Officer (APO)
For the following **but not limited** to: • Audit Class Enrollment • Manual Dropping • Free Electives/ Minors • Special Class	**School of Innovation and Sustainability (formerly known as LAGUNA CAMPUS)**	assocdeanLC@dlsu.edu.ph	MS. MARICEL DELA ROCA maricel.delaroca@dlsu.edu.ph
	Br. Andrew Gonzalez College of Education (BAGCED)	assocdeanBAGCED@dlsu.edu.ph	MS. LIBERTY SANTOS liberty.santos@dlsu.edu.ph
	College of Computer Studies (CCS)	assocdeanCCS@dlsu.edu.ph	MS. HAZEL R. VENTURA hazel.ventura@dlsu.edu.ph
	College of Liberal Arts (CLA)	assocdeanCLA@dlsu.edu.ph	MS. GINA ESPENILLA gina.espenilla@dlsu.edu.ph
	College of Science (COS)	assocdeanCOS@dlsu.edu.ph	MS. MA. CRISTINA TISMO ma.cristina.tismo@dlsu.edu.ph
	Gokongwei College of Engineering (GCOE)	assocdeanGCOE@dlsu.edu.ph	MR. EDDIEMON PANEM eddiemon.panem@dlsu.edu.ph
	Ramon V. del Rosario College of Business (RVRCOB)	assocdeanRVRCOB@dlsu.edu.ph	MS. LILLIBETH R. SUTILO lillibeth.sutilo@dlsu.edu.ph
	School of Economics (SOE)	assocdeanSOE@dlsu.edu.ph	MS. PURISIMA G. LIPATA purisima.lipata@dlsu.edu.ph